

APPOINTMENT OF HEAD OF THE PRE-PREP SCHOOL (From August 2021)

Introduction



Harrow Shanghai is seeking a well-qualified, energetic, inspiring and committed individual to fulfil the role of Head of the Pre-Prep School (Year 1 to Year 4) from August 2021. The successful candidate will play a central role in both the strategic planning for, and the ongoing development of, the Pre-Prep School. Furthermore he/she will contribute to the overall strategic direction for Harrow Shanghai as a whole via his/her role within the Senior Leadership Team, the Academic Leadership Group and Pastoral Leadership Group.

The role is well-suited to candidates who have gained educational leadership experience in the UK and/or overseas in either a primary or prep school setting, quite possibly as a Head or Key Stage Coordinator/Assistant Head/Deputy Head of Primary/Prep.

Background

Opened in 2016 by HRH Prince Edward, Harrow Shanghai is the fourth overseas sister-school branch of the world-famous London institution. The others are located in Bangkok, Beijing and Hong Kong. The School accommodates children from 18 months to 18 years and follows the EYFS Framework, English National Curriculum and (I)GCSE and A Level programmes. The School is divided into four phases: Early Years, Pre-prep (Years 1 to 4), Prep (Years 5 to 8) and Senior School (Shells to Upper Sixth). The Pre-Prep School presently operates as a three-class entry model. For the most part, the Pre-Prep School follows the English National Curriculum, although its independence allows it the flexibility to devise its own curriculum and to play to the many strengths of both its pupils and staff, and often learning is thematic across a number of subject areas.



The School enjoys excellent facilities, a committed and loyal staff, bright and hardworking pupils, all within a spacious purpose-built site just 35 minutes' drive from the centre of the one of the most vibrant, dynamic and cosmopolitan cities in the world. Aside from the main teaching areas, facilities include a newly created astroturf pitch, playing fields, dedicated performing arts facilities and a competition-standard pool. The School will soon be in a position to gain access to a regular watersports programme through the creation of a lake close-by to the School site.

The vibrant city of Shanghai is a fabulously exciting and rewarding place to live and work. Superb cuisine, culture, travel and sport are all readily on-hand in this high-octane, 21st century, international hub. Families, married couples and single staff all enjoy a lifestyle that would be simply unobtainable in the UK, and most other countries globally.



Candidates should note that in terms of the ongoing global pandemic, Shanghai is presently one of the safest cities on the planet with no locally transmitted cases.

Thankfully, Shanghai daily life, in the very widest sense, is very normal with no social restrictions in place and the Harrow Shanghai staff are enjoying the many freedoms this affords.

The School has now put down firm foundations and has a strong reputation not only in Shanghai and China, but across Asia and beyond. It works closely with its sister schools – and most especially with London – in order to ensure it delivers on the excellence parents can expect from a Harrow School. Public examination results are outstanding and leavers have already gone on to take up places at the world's most prestigious universities (including many Russell Group universities and Oxbridge). 54% of all A Levels taken in 2019 were graded A*/A, with 83% A* to B. Outcomes at (I)GCSE are no less impressive.



As one would expect from a Harrow School, our extra-curricular, leadership and service programmes, and expeditions, play a central role in everyday life and our parents fully recognise the importance of a holistic, and 'character building' education which has been synonymous with Harrow for almost 450 years.

The Role

The College is seeking to appoint an ambitious, engaging and influential Head of Pre-prep with proven leadership, management and communication skills, and the commitment and ability to ensure the Pre-prep School continues to deliver on its mission and ambitious aims.

The broad responsibilities of the Head of Pre-prep include the following:

- Strategic Planning for Improvement
- Direct Line-management of: Key Stage 1 and 2 Coordinators, Maths and English Coordinators
- Close liaison with the Head of Lower School, Head of Early Years and Head of Prep
- Academic Progress and Pastoral Care
- Inspection Readiness and Compliance
- Daily Management of Staff in the Phase
- Teaching and Co-curricular Involvement
- Administrative Duties and Events



Strategic Planning

- The Head of Pre-prep is a member of the School's Senior Leadership Team made up of the Head Master, Deputy Head, Director of Studies, Head of Lower School, Head of the Prep, Head

of Pre-prep, Head of Early Years and Head of Operations. As such, he/she will contribute greatly to the strategic planning of the educational experience offered by the School to ensure improvements are constantly brought about for all stakeholders.

- The Head of Pre-prep contributes regularly to the Board of Governors meetings through the creation of papers and reviews. He/She also meets regularly with a number of the governors as part of their desire to understand School life and the Harrow Shanghai experience as fully as possible
- The Head of Pre-prep has a direct input into the School's Development Plan, action plans and performance reviews.

Academic Progress and Pastoral Care

The Head of Pre-prep line-manages a team of staff including coordinators, class teachers and teaching assistants. He/She is expected:

- To ensure that the Pre-prep is compliant with all legislation on child protection matters
- To act as a Deputy Designated Safeguarding Lead and liaise as appropriate with the nominated DSL, Deputy Head, Head Master, nominated governor for child protection, pastoral teams and local agencies over safeguarding and child protection matters
- To ensure regular Child Protection training for all staff, to maintain CP records and ensure safeguarding policies are understood and followed correctly at all times
- To ensure relevant safeguarding information is disseminated appropriately regarding new pupils and that records are transferred correctly on the departure of pupils
- To ensure the highest standards of care are delivered to all pupils at all times and that School policies are followed correctly
- To ensure all rewards and sanctions are recorded appropriately and that patterns and trends are identified and tackled early
- To ensure pupils demonstrate the highest standards of behaviour, discipline and dress at all times expected of a Harrow School



- To oversee the promotion of, and framework for, 'pupil voice'
- To attend, occasionally, the pupils' School Council meetings and act upon concerns appropriately
- To monitor and support the performance class teachers and teaching assistants through regular and thorough quality assurance measures and high-quality CPD
- To regularly contribute to the weekly assembly programme
- To assist in the appointment of house captains whilst developing leadership opportunities for all pupils

- Alongside the Medical Centre staff and SENCO, to ensure all staff are aware of important pupil Individual Health and Educational Plans

Inspection Readiness and Compliance

Working in tandem with other members of the SLT, and most especially the Head of Lower School and Deputy Head, the Head of Pre-prep will take the lead in ensuring the Pre-prep meets all of the Harrow Standards as dictated by Harrow International Schools Limited and the Independent Schools' Inspectorate British Schools Overseas Standards. This will involve:

- To contribute to the creation, reviewing and updating of policies
- To lead on the creation of the School's annual self-evaluation document
- To maintain an ongoing compliance audit
- To ensure all required documents and data are correctly available to staff, parents and governors

Management of Staff

The Head of Pre-prep is responsible for the day-to-day management of the Pre-prep staff members. As such the post-holder will be expected:



- To ensure all staff adhere to the Staff Code of Conduct at all times
- To ensure staff set high expectations for pupils and deal appropriately with behavioural matters
- To be available regularly to advise and assist staff with matters involving parents, pupils or colleagues
- Alongside other SLT members, to contribute to the School's performance management processes
- To mentor staff, arrange, coordinate and contribute to appraisals and the School's Continuous Professional Development Programme
- To help manage capability and disciplinary proceedings in consultation with the Deputy Head and Head Master
- To oversee the co-curricular commitment levels of all Pre-prep staff members
- To ensure staff supervision duties are carried out appropriately and correctly
- To oversee the arrangements of induction processes for new Pre-prep staff

Teaching and Co-curricular Involvement

The Head of Pre-prep is expected to lead by example in terms of providing strong role-modelling for teaching and learning of the highest quality as a classroom practitioner. He/She can expect a light timetable loading of around 10-20% of the usual full-time allocation which will usually involve regularly leading a small number of classes in place of the Year Group Coordinators.

The post-holder will also:



- Oversee curriculum development, timetable planning, resource allocation, CPD needs etc.
- Ensure teaching cover arrangements are in place when required
- Contribute regularly to the School's teaching and learning quality assurance measures
- Be committed to on-going professional development and be prepared to lead in-house development sessions for staff
- Contribute regularly to the School's co-curricular programme during the week, at weekends and occasionally during the holidays

Administrative Duties and Events

The Head of Pre-prep will lead on ensuring the School terms are well-planned and run smoothly. In the main this will involve:

- Liaising closely with the Head of Operations and support staff team
- Contributing to the School Calendar and ensuring Pre-prep events are coordinated, managed and timetabled appropriately
- Assisting the Head of Lower School and Deputy Head with the creation of, and delivery of, INSET and CPD programmes
- Assisting with marketing duties in connection with pupil recruitment
- Assisting with the admissions processes by interviewing potential new pupils and arranging entrance assessments
- Assisting with the recruitment of new Pre-prep staff
- Contributing regularly to School publications
- Assisting in the delivery of parents' workshops and information evenings
- Assisting with the organisation of the School's Prize Giving event and other major occasions

Salary, Package and Terms



The successful candidate can expect to receive a generous salary commensurate with the important status of the position, including a substantial performance-related bonus. Accommodation will be provided and a relocation allowance will be paid. Annual flight allowances and full family medical insurance are also included.

Up to two children of the post-holder will be eligible for a 100% remission on fees for a Harrow education across all phases of the School, subject to the College's usual admissions policy. Any further children enrolled will receive a 50% remission.

The post-holder will have use of mobile devices (e.g. Macbook) to assist them with carrying out their duties. All meals may be taken in the College during term time at no charge. By the nature of the role, the post-holder is expected to have a regular presence at events that may take place in the evenings and at weekends.

Person Specification

The successful candidate is likely to be able to demonstrate a high number of the following:

Skills:

- Excellent interpersonal and communication skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and to motivate
- An ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines
- Strong analytical and problem-solving skills, combined with a solution-focused, proactive and positive approach to change management
- An ability to see through complex strategies from concept to conclusion
- An ability to maintain a high work rate and to juggle a range of tasks and competing priorities
- Excellent IT skills
- Sufficient numeracy skills to interpret statistical data
- An acute eye for detail



Personal Attributes:

- Personal integrity, selflessness, honesty, energy, stamina, enthusiasm, dedication and a sense of humour
- A willingness to give generously of their time to support Harrow events and activities
- Excellent interpersonal and communication skills, showing diplomacy and sensitivity when necessary, and confidentiality at all times
- A 'can-do' attitude and high levels of resilience which rub off on others around them
- A true enjoyment of working with, and being in the company of, children
- A commitment to personal development and lifelong learning
- Effectiveness and energy in investigating and implementing positive change
- A willingness to "roll up one's sleeves" to get the job done
- Unwavering high standards and a desire to constantly improve oneself, others and the School



Application Process

Applicants should complete and submit the online Harrow Recruitment application form by the **closing date of Wednesday 27 January**.

Interviews will take place at Harrow School (Shanghai) or virtually as required.

Harrow School Shanghai is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders, criminal background checks and an enhanced DBS check.

